

SHEAFFER'S HANDBOOK
FOR
SECRETARIES

A. E. KLEIN, PH. D.

Assistant Professor and Supervisor of Secretarial Studies
Bernard M. Baruch School of Business and Public Administration
The City College of the College of the City of New York

THE FOUNDATION PRESS
A Division of the Foundation for Business Education, Inc.

Copyright 1957, The W. A. Sheaffer Pen Company, Fort Madison, Iowa

Net Price, \$1

Prepared and published with the co-operation of
The Foundation for Business Education, Inc.
as a contribution to the teaching of
business education by

THE W. A. SHEAFFER PEN COMPANY
Fort Madison, Iowa

One word, two words, or a hyphen?

How often are you puzzled as to whether a particular expression is to be written as a single word, as two or more separate words, or with a hyphen. If you are at all like the writer, you are probably puzzled more frequently than you would care to admit.

The list of such "puzzlers" here presented will resolve most of your doubts as to their status—single (solid), separated (two or more individual words) or joined (hyphenated). For infrequent words not listed here, consult a good dictionary. When two or more spellings are permissible, only the preferred form is given.

Anglo-Saxon	broad-minded	clear-sighted	daughter-in-law
background	broadside	closefisted	daybook
backlog	brokenhearted	close-hauled	daybreak
bas-relief	brother-in-law	close up (<i>verb form</i>)	day coach
beforehand	bull's-eye	close up (<i>adverb</i>)	daydream
biannual	businesslike	close-up (<i>noun and</i>	day letter
bicentennial	businessman	adj.)	daylight
billhead	busybody	coal gas	daytime
bloodhound	buttonhole	coal mine	deadfall
blood money	by-election	coal tar	deadhead
bluebird	bylaw	coalyard	deadline
bluefish	by-line	coast guard	deadlock
blue jay	bypass	coastwise	deaf-mute
blue laws	byplay	coauthor	death mask
blue moon	by-product	codefendant	death's-head
boat hook	byroad	cold cream	death warrant
boatswain	bystander	color-blind	deathwatch
bodyguard	byway	co-operate	de facto
bold-faced	byword	co-ordinate	dewdrop
bondholder	carryall	copyright	dew point
bond servant	carry over (<i>verb form</i>)	coup d'état	dog days
bondsman	carry-over (<i>noun</i>)	courthouse	dogfight
bookbinder	carte blanche	court-martial	doghouse
bookcase	chain gang	courtyard	downhearted
book end	chain mail	co-worker	downstairs
bookkeeper	chainwork	crossbar	draw back (<i>verb form</i>)
bookkeeping	chicken pox	crossbow	drawback (<i>noun</i>)
bookshop	chock-full	cross-examine	due bill
bookstore	chophouse	cross-question	dumbbell
bookworm	chopstick	cross reference (<i>noun</i>)	dumb-waiter
bowknot	chop suey	cross-reference (<i>verb</i>)	earwax
box coat	clear-cut	cut-rate	easygoing
box kite	clear-eyed	dark horse	endless

end man	footwork	half title	icebox
endmost	forecast	half-truth	ice cream
en route	foreman	halfway	iceman
et cetera, but etc. (<i>abbr.</i>)	forenoon	handle bar	ice plant
and	forerunner	handmade	ill-bred
etceteras (<i>plural</i>)	foresight	hand-to-mouth	ill-favored
eyewitness	foretell	handwriting	ill-starred
facecloth	foreword	handy man	ill-tempered
face-harden	forget-me-not	hardware	ill-treat
fainthearted	fountainhead	hay fever	inasmuch as
fair-minded	fourscore	headpiece	Indo-Chinese
fair-spoken	frame-up	headquarters	ironclad
fairway	freehand	hearsay	ironmaster
fancy-free	fresh-water	heartsick	ironware
fancywork	furthermost	hereinafter	jack-o'-lantern
faraway	gangplank	hereinbefore	jack pot
farfetched	gashouse	highborn	jack rabbit
far-off	gaslight	high-brow	jackstraw
farseeing	gas mask	high-flown	juryman
farsighted	gas station	highhanded	keynote
farthermost	gasworks	high-minded	kneecap
father-in-law	goldfish	high-pressure	knee-deep
feeble-minded	goldsmith	highroad	knee-high
field day	good-by	high school	knickknack
field glass	good-tempered	high sea	ladybird
fieldpiece	goose flesh	high-sounding	ladybug
firearm	gooseherd	high-spirited	lady-killer
firebox	great gross	high-strung	ladylike
fire-eater	green-eyed	high-tension	lady's maid
fireman	greengrocer	high-test	lady's-slipper
fireplace	greenroom	high-toned	landing craft
fireproof	ground crew	homemade	landing field
fireside	ground hog	home rule	landing strip
firetrap	groundwork	homesick	landlady
fire wall	gunman	horseflesh	landlord
fireworks	gunpowder	horsefly	landlubber
first-born	gun room	horse opera	landowner
first-class (<i>adj. & adv.</i>)	gunshot	horseplay	land-poor
firsthand	habeas corpus	horsepower	lap dog
first-rate	hack saw	horse-radish	law-abiding
first water	hairdresser	horseshoe	lawgiver
flat-footed	halfback	horsewhip	lawmaker
football	half-breed	housekeeper	lawsuit
foot-candle	half brother	housewife	left-handed
foothold	halfhearted	hundredweight	letter box
footlights	half-mast	hurdy-gurdy	letter carrier
foot-loose	half-moon	hurly-burly	lettergram
footnote	half note	ice bag	letterhead
footprint	halfpenny	iceberg	life belt
footstep	half step	iceboat	lifeboat

life buoy	mind reader	noteworthy	peace pipe
lifesaver	mind reading	nowhere	peahen
lifesaving	money-making	nutshell	pea jacket
lifetime	money order	offhand	penknife
light-fingered	moonbeam	officeholder	penman
lighthearted	moon-blind	offset	penmanship
lighthouse	moonlight	oil cake	pen name
lightweight	moonstone	oilcloth	pennyweight
locksmith	moon-struck	oil field	penny-wise
lock step	morning-glory	oil painting	pennyworth
lock stitch	moth-eaten	oilskin	per annum
lockup	mother-in-law	oil well	per capita
longhand	mother-of-pearl	old-fashioned	per cent
long-suffering	mouthpiece	old-timer	percentage
long-winded	mowing machine	old-world	per diem
looking glass	muscle-bound	one-horse	piece goods
loophole	namby-pamby	one-sided	piecemeal
lowbred	narrow-minded	one-step	piecework
low-brow	needle point (<i>noun</i>)	open-and-shut	pigeonhole
mainstay	needle-point (<i>adj.</i>)	open-eyed	pigeon-toed
major general	needlework	openhanded	pince-nez
make-believe	ne'er-do-well	openhearted	Ping-pong
makeshift	nevertheless	open house (<i>noun</i>)	pinhead
make-up	newborn	open-house (<i>adj.</i>)	pinhole
manhood	newcomer	openmouthed	pin money (<i>noun</i>)
man-hour	New Deal	openwork	pin-money (<i>adj.</i>)
man-of-war	newfangled	outdoor	pin-up
manservant	new-fashioned	out-of-door	pin wheel or pinwheel
manslaughter	newsstand	out of the way (<i>verb form</i>)	(<i>noun</i>)
Mardi gras	new year (<i>noun</i>)	out-of-the-way (<i>adj.</i>)	pin-wheel or pinwheel
market place	new-year (<i>adj.</i>)	output	(<i>adj.</i>)
mass meeting	nickname	outwit	pinwheel (<i>verb</i>)
master-at-arms	nightgown	over-all (<i>adj.</i>)	pipe dream
masterpiece	night letter	overall (<i>noun and adv.</i>)	pipeline
masterwork	nightlong	overproduction	pipe organ
matchmaker	nightmare	panic-stricken	playground
match play	night owl	paperback	playing card
matchwood	nighttime	paper cutter	play off (<i>verb</i>)
matter of fact (<i>noun</i>)	noncommissioned	paper knife	play-off (<i>noun</i>)
matter-of-fact (<i>adj.</i>)	noncommittal	paperweight	plaything
merry-andrew	non compos mentis	paper work	playtime
merry-go-round	non-co-operation	paratrooper	playwright
merrymaking	nonsupport	parcel post	plowman
middle-aged	nose bag	parlor car	plowshare
middleman	nosebleed	passbook	plug-ugly
milkmaid	nose dive (<i>noun</i>)	passer-by	pocketbook
milkman	nose-dive (<i>verb</i>)	paymaster	pocketknife
milk punch	nosegay	payroll	pocket money
milk shake	notebook	peacemaker	pocket veto
milkweed	note paper	peace offering	point-blank

polecat	quicksilver	safety pin	sheepskin
pole vault	quick-witted	safety valve	shorthanded
policeman	quitclaim	sandbag	short-lived
policyholder	racecourse	sandblast	shortsighted
polka dot	race horse	sand hog	short-winded
poll tax	race track	sandman	shoulder blade
postage	raincoat	sandpaper	shower bath
post card	rainfall	sandwich	sidetrack
postdate	rain water	schoolbook	sight-seeing
postgraduate	rake-off	school board	singlehanded
posthaste	ready-make	schoolhouse	single-minded
postman	Red Cross	schoolmaster	singsong
postmark	redhead	schoolmate	sinking fund
postmaster	red heat	schoolroom	sister-in-law
postmeridian	red herring	schoolteacher	sketchbook
post-mortem	red lead (<i>noun</i>)	schoolyard	sky blue (<i>noun</i>)
post-obit	red-lead (<i>verb</i>)	screw driver	sky-blue (<i>adj.</i>)
postpaid	red-letter (<i>adj.</i>)	seacoast	skylark
postpone	re-elect	sea fight	skylight
postscript	re-enact	sea food	sky line
potluck	re-enlist	seafowl	skyrocket
pound-foolish	re-examination	seagoing	skyscraper
pre-eminence	reoccupy	sea gull	skyward, or
pre-eminent	reorganization	sea horse	skywards
pre-empt	right-handed	sea level	sky wave
pre-emptory	right of way	sealing wax	sledge hammer (<i>noun</i>)
prepaid	rocking chair	sealskin	sledge-hammer (<i>verb</i>)
prepay	roll call (<i>noun</i>)	seaman	sleeping car
prima donna	roll-call	seaport	slide rule
prima-facie (<i>adj.</i>)	roller skate (<i>noun</i>)	searchlight	snapshot
proofreader	roller-skate (<i>verb</i>)	search warrant	snare drum
pro rata	rolling mill	seashore	snowball
prorate	rolling pin	seasick	snow-blind
pug nose	roof garden	seaside	snowbound
pug-nosed	roommate	seaway	snowfall
pushball	rose fever	self-confidence	snowflake
push button, (<i>noun</i>)	rose window	self-control	snowplow
push-button (<i>adj.</i>)	round about (<i>adv.</i>)	self-defense	snowshoe
pushcart	roundabout (<i>noun &</i>	self-esteem	snowstorm
push over (<i>verb form</i>)	<i>adj.</i>)	self-government	snub-nosed
pushover	round-shouldered	selfish	soapbox
push-pull	runaway	self-made	soap opera
quarterback	run down (<i>verb form</i>)	selfsame	soapsuds
quarter-deck	run-down (<i>adj.</i>)	self-starter	sober-minded
quartermaster	runner-up	semimonthly	softhearted
question mark (<i>noun</i>)	runway	send off (<i>verb form</i>)	son-in-law
question-mark (<i>verb</i>)	safe-conduct	send-off (<i>noun</i>)	speed limit
quick-fire (<i>adj.</i>)	safeguard	sharpshooter	square dance
quicklime	safekeeping	sharp-sighted	squarehead
quicksand	safety match	sheep dog	square root

stand by (<i>verb form</i>)	tableware	treasure-trove	water-power (<i>adj.</i>)
stand-by (<i>noun & adj.</i>)	tailpiece	trustworthy	waterproof
stand off (<i>verb form</i>)	tail spin	try square	waterspout
standoff (<i>noun & adj.</i>)	tailstock	tug of war	watertight
standpoint	take off (<i>verb form</i>)	tuning fork	water vapor
stand still (<i>verb form</i>)	take-off (<i>noun & adj.</i>)	turnover	waterway
standstill (<i>noun & adj.</i>)	tax-exempt	turnpike	weatherproof
starboard	taxpayer	turnstile	weekday
starfish	tear sheet	turntable	weekend
starlight	teaspoonful (s)	turtledove	wellborn
star shell	tea wagon	tutti-frutti	well-read
star-spangled	terra cotta (<i>noun</i>)	type founder	white book
steamboat	terra-cotta (<i>adj.</i>)	type metal	white-collar
steam boiler	test tube	typescript	white feather
steamcar	textbook	typesetter	whitefish
steam engine	thick-skinned	ultramarine	white-hot
steam fitter	thin-skinned	ultraviolet	white lead
steam roller (<i>noun</i>)	threefold	un-American	white paper
steam-roller (<i>adj. & verb</i>)	three-ply	uncalled-for	whitewash
steamship	threescore	vice-president	widespread
steam table	tie-up	vice versa	windshield
stockholder	time-honored	vineyard	wirepulling
stock-still	timekeeper	vis-à-vis	wiseacre
stomach-ache	timepiece	walkout	withhold
stonecutter	timetable	walk-up	wood pulp
stopgap	toothache	wallflower	woodshed
stop watch	toothbrush	wardrobe	woodwork
straightforward	toothpick	wardroom	workingman
strait jacket	topcoat	warehouse	workroom
stronghold	topflight	washcloth	worktable
strong-minded	top hat	washstand	work week
sugar beet	topmost	wastebasket	worldly-wise
sugar cane	topsoil	watchcase	world-wide
sugar-coat	topsy-turvy	watch chain	worn-out
sugar maple	torchlight	watchdog	wristband
sugarplum	tossup	watchmaker	wrist pin
sure-footed	touchdown	watchman	wrist watch
sweetbread	touchstone	water color (<i>noun</i>)	write-up
sweet corn	townsfolk	water-color (<i>adj.</i>)	yearbook
sweetheart	township	waterfall	
sweetmeat	townspeople	waterfront	
sweet pea	trade in (<i>verb form</i>)	water gap	
sweetshop	trade-in (<i>noun & adj.</i>)	water level	
tablecloth	trade-mark	waterlogged	
table cover	trade name	water main	
tablespoon	trade school	watermark	
tablespoonful (s)	tradesman	watermellon	
	trade wind	water meter	
	trap door	water polo	
	treadmill	water power (<i>noun</i>)	

(n)
(erb)

Nothing writes like a Sheaffer Snorkel Pen

Identified by the White Dot



Only Sheaffer gives you every modern feature

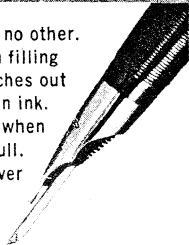
The way it fills, the way it feels, the way it fits you tells you that Sheaffer provides everything that's newest and finest. And, there's something else you'll sense, but can't see. It's the pride, satisfaction, and confidence that makes your Sheaffer a warm companion through the years.

Sheaffer White Dot Snorkel Pens from \$15.50
Other Snorkel Pens from \$10.00

SHEAFFER'S SNORKEL® PENS

When it comes to writing—come to Sheaffer's

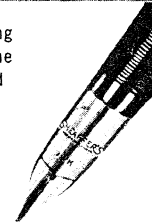
Fills like no other. Precision filling tube reaches out to draw in ink. Retracts when pen is full. Point never needs wiping.



Empties, cleans, refills at a single stroke. Nothing to take apart, nothing to dismantle. Simple, sure!



For your writing style alone. The exact 14K gold point that fits your writing personality. Personal, pleasurable!



Self-adjusting innerspring clip. Holds firmly on all fabrics from heavy wool to finest silk—without wear or tear.



Similar Words Distinguished

There are many words that are similar or identical in sound but different in meaning. The choice of the wrong word on the part of the secretary may lead to embarrassing or serious consequences. For example, it would prove extremely embarrassing to refer to a *correspondent* (one with whom correspondence is carried on by letter) as a *corespondent* (a party in a divorce suit). A list of such confusing words, together with appropriate distinctive remarks, follows:

accede	to comply with	attendance	presence
exceed	to surpass	attendants	followers; escorts
accept	to take	aught	anything
except	to exclude	ought	should
access	admittance	bail	set free
excess	surplus	bale	a package
ad	advertisement	base	foundation; mean
add	to put with	bass	lower notes in music; a fish
adapt	to adjust	berry	a small fruit
adept	proficient	bury	entomb, conceal
adopt	to choose	berth	bed
addition	something added	birth	beginning
edition	a printing	billed	charged
adjoin	to be next to	build	to construct
adjourn	suspend	board	a piece of wood; a group; meals
adverse	opposed to	bored	wearied; penetrated
averse	disinclined	born	brought into life
advice	information	borne	carried
advise	to recommend	brake	that which slows down an object
affect	to influence	break	an opening, a thicket; to shatter
effect	to fulfill, to bring about; the result	breach	infraction
allowed	permitted	breech	rear
aloud	audibly	breadth	width
allude	refer to	breath	of air
elude	escape	bridal	wedding
all ready	all prepared	bridle	harness
already	previously	calendar	for dates
altar	part of a church	calender	machine
alter	to change	cannon	gun
area	surface	canon	rule
aria	a melody		
ascent	a going up, rising		
assent	consent		
assistance	help		
assistants	those who help		

canvas	cloth		lands of his
canvass	to 'solicit		deceased wife
capital	chief city, property	curtsy	a gesture of respect
capitol	building	creak	a sound
carat	a unit of weight	creek	a watercourse
caret	sign of insertion	currant	a berry
carrot	vegetable	current	prevailing
carton	box	cymbals	musical instrument
cartoon	picture	symbols	signs
cast	throw	dammed	blocked
caste	social class	damned	cursed
cede	to give up	defer	to put off
seed	that from which	differ	to disagree
	anything springs	depository	receiver of deposits
ceiling	top of a room	depository	a place where
sealing	closing		something is
censer	vessel for incense		deposited
ensor	examiner	depravation	corruption
cereal	any grain food	deprivation	loss
serial	arranged in a series	desert	leave; dry country
cession	a yielding	dessert	food served at the
session	the sitting of a		close of a meal
	court, a meeting	device	a scheme or
chord	musical term		contrivance
cord	string	devise	to plan, bequeath
cite	quote	dew	moisture
sight	a view	due	owed or owing
site	a place, location	die	cease living; a tool
coarse	rough	dye	to change the color
course	way		of; that which
coma	an unconscious		changes the color
	state	discreet	prudent
comma	a mark of punc-	discrete	separate
	tuation	dual	double
complement	full quantity	duel	a fight with swords
compliment	flatter		or pistols
confidant	bosom friend	dyeing	changing the color
confident	sure		of
coolie	laborer (Asia)	dying	near death
cooly	coldly	emigrate	to go away from
coulee	trenchlike valley		a country
corespondent	party in a divorce	immigrate	to come into a
	suit		country
correspondent	writer of letters	eminent	well known;
council	a group of men		prominent
counsel	an attorney;	imminent	threatening;
	advice		impending
courtesy	a favor; politeness	envelop	to cover; to wrap
curtesy	a husband's life	envelope	a wrapper for a
	interest in the		letter

fair	an exhibit; comely	lean	thin
fare	cost of travel; food	lien	claim
faze	to disturb	leased	rented
phase	a state of development	least	smallest
feet	plural of foot	lessen	decrease
feat	act of skill	lesson	an exercise to be studied
fiancé	masculine	levee	embankment
fiancée	feminine	levy	tax
flour	finely ground meal	lie	falsehood
flower	a blossom	lye	a strong alkaline solution
forth	forward	lightening	making lighter
fourth	next after third	lightning	flash in the sky
gamble	to bet	linage	number of lines
gambol	to play	lineage	family descent
hear	to listen to	loan	what one borrows or lends
here	in this place	lone	without company
hole	an opening	loath	reluctant
whole	not broken or cut up	loathe	detest
holy	sacred	loose	not bound; free
holey	full of holes	lose	mislaid or forfeit something
holly	a tree	mackintosh	raincoat
wholly	entirely	McIntosh	kind of apple
human	pertaining to mankind	mail	correspondence
humane	kindly	male	masculine
hyperbola	curve	mantel	shelf
hyperbole	exaggeration	mantle	cloak
incidence	range of occurrence	marshal	an officer
incidents	accidental happenings	martial	warlike
incite	to arouse	material	substance
insight	understanding	materiel	equipment
indict	charge with crime	meat	flesh
indite	write	meet	to join
instance	an example	medal	a badge
instants	moments	meddle	to interfere
intense	acute, strong	metal	a mineral
intents	aims	mettle	courage, spirit
interstate	between states	might	force
intrastate	within one state	mite	a tiny particle
its	possessive form of <i>it</i>	miner	mine worker
it's	contraction of <i>it is</i>	minor	person under age
japan	varnish	missed	failed to do
Japan	a country in Asia	mist	haze
lead	a metal	moral	virtuous
led	guided	morale	spirit
		muscle	part of the body
		mussel	a seafood

naught	nothing	profit	gain
nought	the number, zero	prophet	one who forecasts
one	a single thing		future events
won	past tense of <i>win</i>	rain	water falling in
ordinance	a local law		drops
ordnance	arms, munitions	reign	time during which
overdo	to do too much		a sovereign rules
overdue	past due	rein	strap of a horse's
packed	loaded, crammed		bridle
pact	an agreement	raise	to lift
pail	a bucket	rays	beams of light
pale	light colored	raze	to lay level with
pair	two of a kind		the ground
pare	to peel	rap	to knock
pear	a fruit	wrap	to enclose; an
pane	window glass		outer garment
pain	agony, suffering	read	to go over and
passed	moved along; transferred.		gather the
			meaning of
past	time gone by	reed	a plant; a musical
peace	freedom from war		instrument
piece	a fragment	residence	a dwelling place
pedal	a lever for the foot	residents	those living in a
peddle	to sell from place to place		place
		right	correct
peer	a nobleman	rite	a ceremony
pier	a wharf	write	to form letters or
persecute	to oppress		words on paper
prosecute	to sue	role	a part (in a play,
personal	private		etc.); function
personnel	the staff	roll	a list
plain	prairie land	rote	repetition
plane	a tool; a flat surface	wrote	did write
		root	underground part
please	to be agreeable		of a plant; to im-
pleas	appeals, pleadings (plural of plea)	rout	plant firmly
			confused flight; to
pray	to say prayers, to beg	route	defeat utterly
			the way to be
prey	a victim		traveled
precedence	priority	en route	on or along the
precedents	established rules, usage		way
		sail	canvas for sailing
presence	being present		a boat
presents	gifts	sale	the act of selling,
principal	head of a school; the original sum		disposal of
		scene	property
principle	a rule, a general truth	seen	a landscape
			noticed by the eye

scent	odor	threw	past tense of <i>throw</i>
send	to dispatch	through	because of; by way of
sent	did send	too	also; more than enough
seam	a joining	two	one and one
seem	to appear	undo	to open; to render ineffective
shear	cut	undue	improper; excessive
sheer	thin; steep	vain	proud
sleight	dexterity	vane	a weathercock
slight	slender	vein	a blood vessel
sole	only; bottom	vice	wickedness
soul	the immortal spirit	vise	a clamp
stationary	fixed	waive	to give up
stationery	paper	wave	a billow; a gesture; to swing back and forth
statue	a carved figure	waiver	relinquishment of a right
stature	height, growth	waver	hesitate
statute	a law	waist	part of the body; a garment
steal	to take unlawfully	waste	needless destruction
steel	metal	weak	feeble
straight	direct	week	7 days
strait	narrow	weather	state of the atmosphere; to come through safely
suit	a legal action; clothing; to please	whether	if, either
suite	things in a connected set	weighed	determined the heaviness of; tested
sweet	having an agreeable taste; pleasing	wade	to walk through water, mud, etc.
superintendence	management		
superintendents	supervisors		
their	belong to them		
there	in that place		
they're	contraction of <i>they are</i>		
therefor	for that thing		
therefore	consequently		

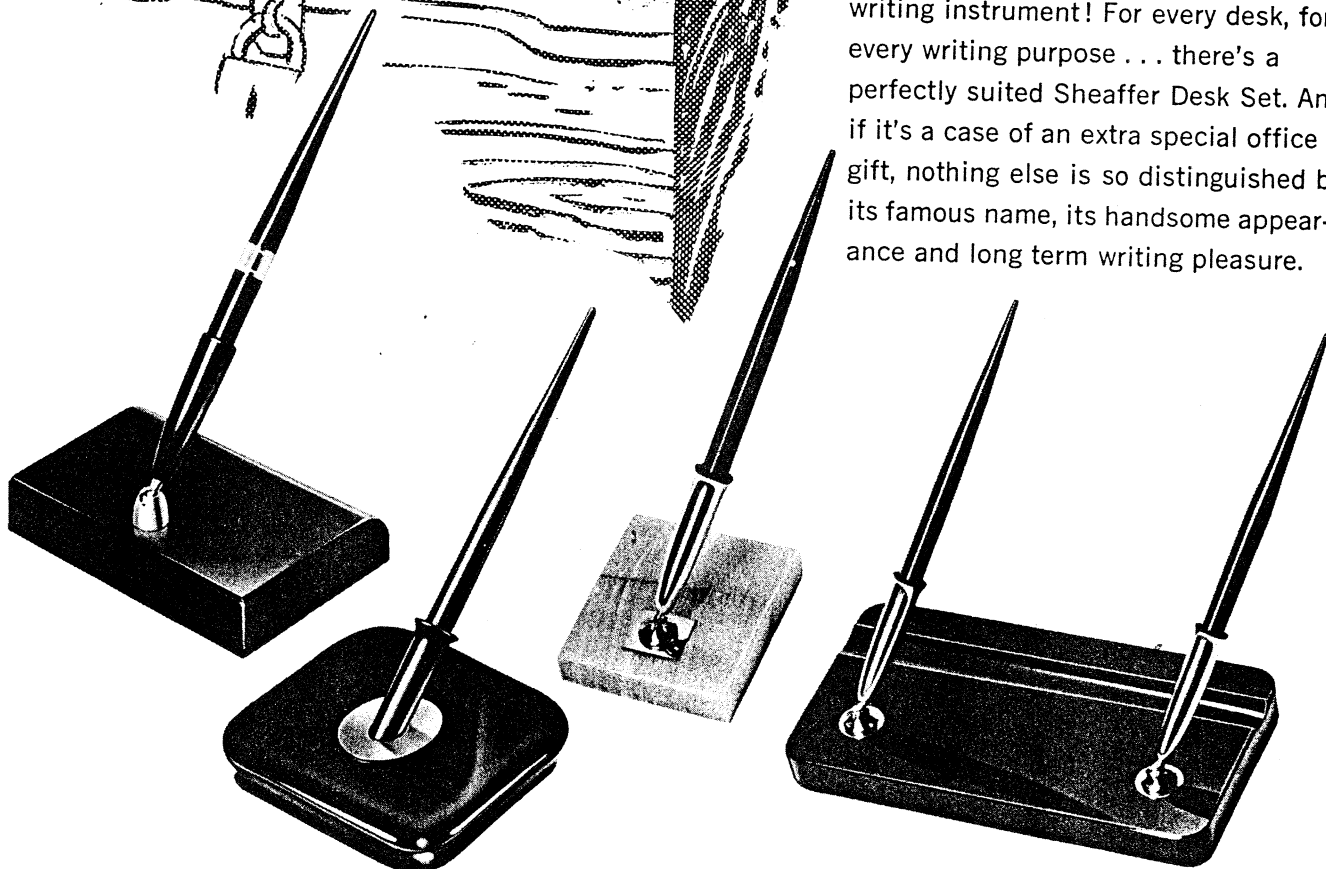
SUGGESTION BOX



**Best
suggestions for
every office**

SHEAFFER'S DESK SETS

Outstanding beauty plus the "at hand" convenience of a quality Sheaffer writing instrument! For every desk, for every writing purpose . . . there's a perfectly suited Sheaffer Desk Set. And if it's a case of an extra special office gift, nothing else is so distinguished by its famous name, its handsome appearance and long term writing pleasure.



BALLPOINT DESK SET is outstanding for its extra long-writing talent. Giant Five-in-One refill writes five times longer than ordinary ball-points. Molded Jet base with tapered pen. \$3.95

CARTRIDGE PEN DESK SET with the fountain pen that fills like a ballpoint! No ink mess, no ink stains on pen or fingers. Beautiful black base with tapered pen and five Skrip cartridges. \$4.95

WHITE DOT SNORKEL PEN DESK SET adds a rich touch to any desk with its Mexican Onyx base and gold-filled mounting and swivel socket. Black or brown Sheaffer White Dot Snorkel Pen. \$20.00

DOUBLE DESK SET with impressive Jet Crystal base polished to a high lustre. Mountings and swivel sockets are gold-filled. Complete with two Sheaffer Snorkel Pens. \$30.00

SHEAFFER'S

Identical City Names

You must be careful not to assume that because Buffalo, for example, is such a large and well-known city that there is but one city bearing that name and that it is located in the state of New York. There are in fact 18 cities with the identical name. Do you know that there are 16 cities bearing the name Bridgeport? Always check to be sure that you have the correct state before addressing a letter or package, for there are many names of large cities that are duplicated many times in other states. A list of some of these well-known cities follows:

CITY	TIMES DUPLICATED IN OTHER STATES	CITY	TIMES DUPLICATED IN OTHER STATES
Boston (Massachusetts)	9	Denver (Colorado)	10
Bridgeport (Connecticut)	15	Hartford (Connecticut)	15
Buffalo (New York)	17	Newark (New Jersey)	11
Cleveland (Ohio)	20	Portland (Oregon)	14
Dayton (Ohio)	18	Springfield (Massachusetts)	22

Geographical Homonyms

All of us are acquainted with the group of words in our language referred to as *homonyms*, words that sound alike but that are spelled differently. A number of cities are included in this group, and we shall refer to them as *geographical homonyms*. A list of the more commonly occurring geographical homonyms is presented below. Included in this list are a few pairs of cities that are not true homonyms but they are words with spellings so similar that they are sometimes confused.

Allegany, New York	Gardiner, Maine
Alleghany, California	Gardner, Massachusetts
Allegheny, Pennsylvania	Gary, Indiana
Asheville, North Carolina	Geary, Oklahoma
Ashville, Ohio	Gerry, New York
Brookline, Massachusetts	Johnston, Rhode Island
Brooklyn, New York	Johnstown; New York,
Charleston, South Carolina	Pennsylvania
Charles Town, West Virginia	Kearney, Nebraska
Charlestown; Massachusetts,	Kearny, New Jersey
West Virginia	Lewiston; Idaho, Maine
Dunmor, Kentucky	Lewistown; Montana, Pennsylvania
Dunmore, West Virginia	Morganton, North Carolina
Edinburg, Texas	Morgantown, West Virginia
Edinburgh, Scotland	Muncie, Indiana

Muncy, Pennsylvania
 Newberry, South Carolina
 Newbury, Vermont
 Paterson, New Jersey
 Patterson, California
 Pittsburg, Ohio
 Pittsburg; California, Kansas
 Pittsburgh, Pennsylvania
 Reading, Pennsylvania

Redding, California
 Savanna, Illinois
 Savannah, Georgia
 Stamford, Connecticut
 Stanford, Kentucky
 West Chester, Pennsylvania
 Westchester County, New York
 Wooster, Ohio
 Worcester, Massachusetts

Spellings of the Names of Foreign Cities and Countries

Because the names of foreign cities and countries are frequently spelled differently from their American equivalents, the following list of both spellings should prove helpful:

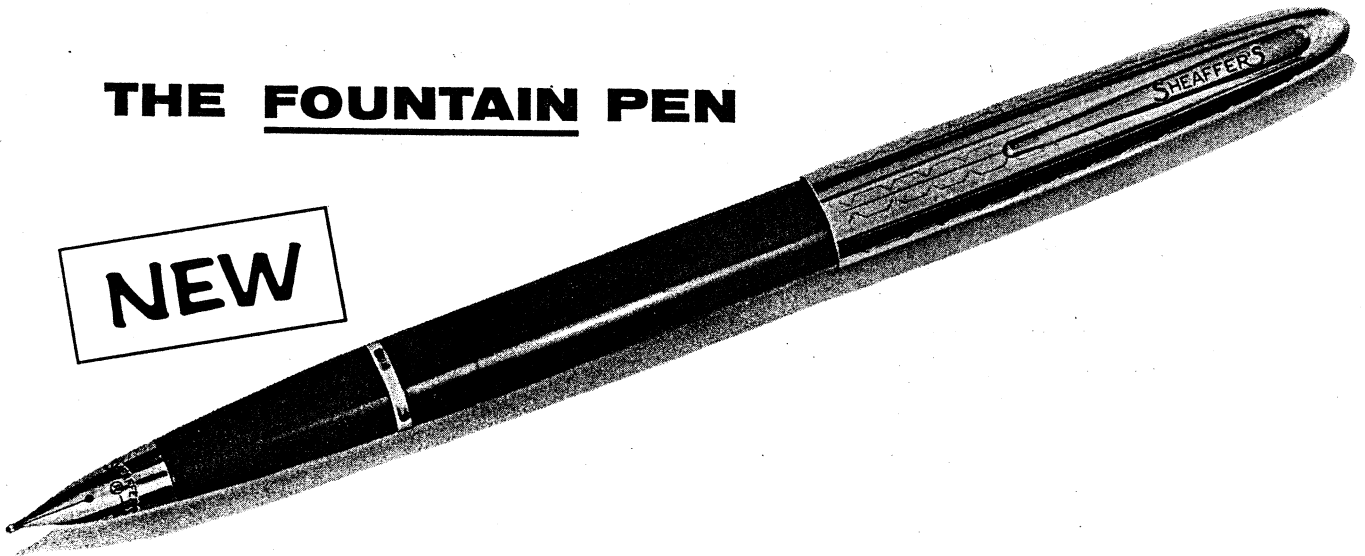
AMERICAN	FOREIGN
Antwerp, Belgium	Antwerpen, België (<i>Flemish</i>)
Athens, Greece	Anvers, Belgique (<i>French</i>)
Brussels, Belgium	Athínai, Ellas (<i>Greek</i>)
Chile	Brussel, Belgie (<i>Flemish</i>)
Florence, Italy	Bruxelles, Belgique (<i>French</i>)
Geneva, Switzerland	Chili (<i>Spanish, French, Italian</i>)
Hague, The; Holland	Firenze, Italia (<i>Italian</i>)
Havana, Cuba	Genève, Suisse (<i>French</i>)
Lisbon, Portugal	Genf, Schweiz (<i>German</i>)
Moscow, Soviet Union	's Gravenhage, Nederland (<i>Dutch</i>)
Prague, Czechoslovakia, or Czecko-Slovakia	La Habana, Cuba (<i>Spanish</i>)
Rome, Italy	Lisboa, Portugal (<i>Portuguese</i>)
Romania, also Roumania and Rumania	Moskva, U.S.S.R. (<i>Russian</i>)
Venice, Italy	Praha, Czeckoslovensko (<i>Czech</i>)
Vienna, Austria	Roma, Italia (<i>Italian</i>)
Warsaw, Poland	România (<i>Romanian</i>)
	Venezia, Italia (<i>Italian</i>)
	Wien, Österreich (<i>German</i>)
	Warszawa, Polska (<i>Polish</i>)

In recent years the names of several foreign cities have been permanently changed. A few such changes are given here:

FORMER NAME	PRESENT NAME
Christiania, Norway	Oslo
Constantinople, Turkey	Istanbul
Peking, China	Peiping
Pernambuco, Brazil	Recife
Porto Rico	Puerto Rico
Queenstown, Irish Free State	Cóbh, Ireland (Eire)
St. Petersburg, Russia	Leningrad, U.S.S.R.

THE FOUNTAIN PEN

NEW



THAT FILLS LIKE A BALLPOINT



Just drop Skrip cartridge into barrel, and write!

Away with ink bottles and mop-up filling! You'll rate Sheaffer's new Cartridge Pen tops for smooth, easy writing without skips, scratches or unpleasant surprises. You'll upgrade your handwriting, too, because the point is a genuine Sheaffer. And that, of course, means you choose the exact writing style that fits you best, that seems to be part of you. Before you start back to school, stop at your Sheaffer dealer's. Choose your favorite color in this new favorite pen. The "875" model shown.

SHEAFFER'S CARTRIDGE PEN

\$8⁷⁵ . \$5⁰⁰ . \$2⁹⁵

When it comes to writing—come to Sheaffer's

Extra cartridges in handy 5-pack, 49¢



The Long and the Short of It

or

Abbreviations Frequently Used in Business Offices

In business letters abbreviations should be used seldom, if ever. Since they do occur fairly frequently in tabulations, footnotes, statistical matter, routine office papers, technical work, and scientific material, it is important for the competent secretary to know their correct forms. With this in mind, the following list of commonly-used abbreviations will be found helpful.

Note that some abbreviations are capitalized and others are not, and that some have alternate forms. Note, too, that some contain periods and some do not. Be careful to observe the capitalization and punctuation shown.

- | | |
|--|--|
| ABC—American Broadcasting Company | B/L, b/l, b.l.—bill of lading |
| A.C., a.c., a-c—alternating current | bldg., blg.—building |
| ack., ackgt.—acknowledgment | blvd.—boulevard |
| A.D.— <i>anno Domini</i> (in the year of our Lord) | b.o.—buyer's option; back order; bad order; branch office |
| ad val., adv., a.v., a/v—ad valorem (according to the value) | B.T.U., B.t.u., Btu—British thermal unit |
| AEC—Atomic Energy Commission | bul., bull.—bulletin |
| AFL-CIO—American Federation of Labor and Congress of Industrial Organizations (now one organization) | canc., can.—canceled; cancellation |
| a.m.— <i>ante meridiem</i> (before noon) | cap.—capital; capitalize; capacity |
| A.M.A.—American Medical Association | cat.—catalogue |
| ans.—answer; answered | CBS—Columbia Broadcasting System |
| A.S.C.A.P., ASCAP—American Society of Composers, Authors, and Publishers | cc—carbon copy |
| att.—attached; attorney | cc.—chapters; cubic centimeter(s) |
| Attn., Atten.—Attention | c.c., cc.—cubic centimeter(s)—(now more often cm ³) |
| atty.—attorney | CCC—Commodity Credit Corporation |
| B.B.A.—Bachelor of Business Administration | C.H.—Clearing House |
| BBC—British Broadcasting Corporation | c.i.f.—cost, insurance, and freight |
| B/E, b.e.—bill of exchange | C.O.D., c.o.d.—collect (or cash) on delivery |
| B/F, b.f., brt. fwd.—brought forward | cont.—contract; containing; contents; continent; continue; continued |
| B.I.S.—Bank for International Settlements | co-op—co-operative |
| | Copr., cop.—copyright |
| | Corp.—Corporation |
| | C.P.A.—Certified Public Accountant |

cr. — credit; creditor; center
 cr. memo. — credit memorandum
 crt. — crate
 C.S.R. — Certified Shorthand Reporter
 ctg., ctge. — cartage
 cu. ft., ft³ — cubic foot or feet
 cust. — customer
 c.w.o. — cash with order
 D.A. — District Attorney
 D.C., d.c., d-c — direct current
 deld., dld. — delivered
 dep. — deposit; depot; departs; departure; deponent; deputy
 dept. — department; deponent; deputy
 dft. — draft; Dft. — defendant
 dir. — director
 dis. — discount; discharge; distance; distant; distribute
 disc., disct. — discount
 disch. — discharge; discharged
 dist. — district; distance; distant; distributed; distribution; distributor
 div. — dividend; division; divide; divided; divisor
 DL — day letter (telegraph)
 dld., deld. — delivered
 dlvy., dly., dy. — delivery
 doz., dz. — dozen(s)
 dwg. — drawing
 DX, D.X. — distance
 e.e. — errors excepted
 E. & O.E. — errors and omissions excepted
 Ed. D. — Doctor of Education
 E.D.T., EDT — Eastern daylight time
 e.o.m. — end of month
 E.Q. — educational quotient
 esp., espec. — especially
 est. — estimate; estimated; estate
 est., estab — established; establishment
 exc. — except; excepted; exception
 exc., esch. — exchange
 ext. — exterior; extended; extension; external (ly); extinct; extra; extract
 FAO — Food and Agriculture Organization (United Nations)
 FAX — Western Union fac-simile machine center
 FBI — Federal Bureau of Investigation
 FCC — Federal Communications Commission
 FDIC — Federal Deposit Insurance Corporation
 Fed. — Federal; Federated; Federation
 fifo — first in, first out (accounting)
 FM., f.m. — frequency modulation (radio)
 F.O.B., f.o.b. — free on board
 FPC — Federal Power Commission
 FR — full-rate (telegrams and cables)
 FRB — Federal Reserve Board (or Bank)
 frt., frgt. — freight
 FT. — Fort; ft. — foot; feet; fortification
 FTC — Federal Trade Commission
 FX, F.X. — foreign exchange
 G.A. — General Agent; general average (ins.)
 G/A, g.a. — general average (ins.)
 gal., gall. — gallon(s)
 gals., — gallons
 GAW — guaranteed annual wage
 gds. — goods
 Gov. — Governor
 gov., govt. — government
 G.P.O. — General Post Office
 gr. — gross; grade; gravity; grain(s) spelled out for weight); gram(s)
 guar., guar. — guarantee; guaranteed
 hdbk. — handbook
 Hon. — Honorable
 gp, hp., HP — horsepower
 H.P., h.p. — high pressure; h.p. half pay
 hr. — hour(s) — hrs., hours
 hund., C — hundred; c. — cwt. hundredweight
 IBA — Investment Bankers Association

ICC, I.C.C.—Interstate Commerce Commission
 ILO, I.L.O.—International Labor Organization (United Nations)
 in., " —inch(es); in.—income
 I.Q.—intelligence quotient
 inc., incor., incorp.—incorporated
 incl.—including; inclusive
 ins.—inches; insurance; inspector
 inv.—invoice; investment; invented; inventor; invention
 ital.—italic (type)
 ITO—International Trade Organization
 J/A, j/a—joint account
 Jour., J., Jr.—journal
 Jr.—Junior; journal
 lb.—*libra* (pound); £ pound sterling
 lbs.—pounds
 L.C.L., LCL—less than carload lots
 leg.—legal; legislative; legislature
 lifo—last in, first out (accounting)
 L.S.—*locus sigilli* (place of the seal)
 mag.—magazine; magnet; magnitude (of stars)
 mat.—maturity (bonds); matinee
 max.—maximum
 M.D.—Doctor of Medicine
 memo—memorandum
 Messrs., MM.—Messieurs (fr., *Misters*)
 mfd.—manufactured
 mfg.—manufacturing
 mfr.—manufacture, manufacturer
 mfrs.—manufacturers
 Mgr.—Manager
 min.—minute(s); minimum; mineral; mining; minim (drop), in apothecaries' measure; minister
 mkt., mar.—market
 mun.—municipal
 N.A.M., NAM—National Association of Manufacturers
 natl., nat.—national
 NATO—North Atlantic Treaty Organization
 NBC—National Broadcasting Company
 N.E.A.—National Education Association
 n.e.s.—not elsewhere specified or stated
 NL—night letter (telegraph)
 NLRB—National Labor Relations Board
 no.—number; nos.—numbers
 NOMA—National Office Management Association
 O/A, o/a—on account
 obit.—obituary; obits.—obituaries
 O.B/L, ob/l—order bill of lading
 oc.—overcharge; ocean
 o/c—over-the-counter; overcharge
 o.c.—omissions excepted
 o.d.—overdraft or overdrawn; outside diameter
 o/d—on demand
 O.K., OK—correct; O.K.'s-'ing-'d (verb forms) O.K.s or O.K.'s (plural)
 oz.—ounce(s); ozs.—ounces
 p.—page (pp., pages); past; per; pressure; power; population; pole; post
 p.a., per an., per ann.—*per annum* (by the year)
 P.A.—Passenger Agent; Press Agent; Purchasing Agent; private account; personal appearance; public-address system; power of attorney
 P/A—private account; particular average; power of attorney
 pam., pamph.—pamphlet
 pat.—patent; patented
 Pat. Off.—Patent Office
 payt.—payment
 PBX—private branch exchange (telephone)
 pc.—piece; pcs.—pieces
 pc., pct. %—per cent; p.c.—post card
 pcl.—parcel
 pd.—paid
 pf., pfd., pref.—preferred (securities)
 pkg.—package(s); pkgs.—packages

pkt. — packet
 pkwy. — parkway
 p.m. — *post meridiem* (after noon)
 P.M., PM. — postmaster
 p.o. — post office; postal order; petty officer (Navy)
 P.O.D. — Post Office Department; p.o.d. — pay on delivery (express)
 pp. — pages; pp., ppd. — prepaid
 p.p. — parcel post; postage paid, or postpaid
 p.p.i. — parcel post, insured
 prem. — premium
 prod. — product; produce; produced
 pro tem. — *pro tempore* (temporarily)
 P.S., PS. — *post scriptum* (postscript)
 P.S.T., PST — Pacific standard time
 P.T.A., PTA, P-TA — Parent-Teacher Association
 ptg. — printing
 ptr. — printer
 PX — Post Exchange (military)
 qt., qty. — quantity
 qt., qu. — quart
 qu., ques. — question
 rcd., recd. — received
 rct — receipt; rec. — receipt; recipe
 R.E. — real estate
 rec. — record; recorded; recorder; recording; receipt
 rep. — repeat; repair; rep., rept. — report
 req. — required; requisition
 res. — research; reserve; residence; resides; resigned; resort; resolution
 retd. — returned
 R.F.D. — rural free delivery; or R.R. — rural route
 ROTC — Reserve Officers' Training Corps
 r.p.m., rpm, r/m — revolutions per minute
 R.R., RR. — railroad
 Ry. — railway
 R.S.V.P., r.s.v.p. — Répondez, s'il vous plaît (Reply, if you please)
 (S), /S/ — signed (before a copied signature)
 SEATO — Southeast Asia Collective Defense Treaty Organization
 SEC — Securities and Exchange Commission
 Sec., Secy. — Secretary
 serv. — service
 sh.tn. — short ton
 sld. — sailed; sealed; sold
 s.o. — seller's option; shipping order; special order
 Soc., soc. — society
 SOS — distress signal (radiotelegraph)
 sq. — square, as sq. ft. (also expressed, ft²); sequence
 Sq. — Square (a block or street); Squadron
 SS., ss. — *scilicet* (namely, to wit)
 S.S., SS., S/S — steamship
 SSA — Social Security Administration
 stk. — stock
 Stk.Ex., St.Ex. — Stock Exchange
 Stk.Mkt. — Stock market
 supp., suppl. — supplement
 Supt., supt. — superintendent
 synd. — syndicate
 syst., sys. — system
 TB, t.b. — *tubercle bacillus* (tuberculosis)
 T.B., T/B, t.b. — trial balance
 tech. — technical(ly); technology
 tel — telephone
 tel., teleg., tg. — telegram; telegraph
 ter. — terrace; territory
 tr. — trust; trustee; transfer; transit; transpose; translated; translation; translator; treasurer; transactions
 trans., tr. — transactions; transferred; transpose; transportation; translated; translation; translator
 transf., transfd., tr. — transferred
 transl., tr. — translated; translation(s)
 transp., tr. — transportation
 treas., tr. — treasurer; treasury
 TV — television; terminal velocity
 TVA — Tennessee Valley Authority
 TWX — teletypewriter exchange
 U.N., UN — United Nations
 UNESCO — United Nations Educational, Scientific, and Cultural Organization

ICC, I.C.C. — Interstate Commerce Commission
 ILO, I.L.O. — International Labor Organization (United Nations)
 in., " — inch(es); in. — income
 I.Q. — intelligence quotient
 inc., incor., incorp. — incorporated
 incl. — including; inclusive
 ins. — inches; insurance; inspector
 inv. — invoice; investment; invented; inventor; invention
 ital. — italic (type)
 ITO — International Trade Organization
 J/A, j/a — joint account
 Jour., J., Jr. — journal
 Jr. — Junior; journal
 lb. — *libra* (pound); £ pound sterling
 lbs. — pounds
 L.C.L., LCL — less than carload lots
 leg. — legal; legislative; legislature
 lifo — last in, first out (accounting)
 L.S. — *locus sigilli* (place of the seal)
 mag. — magazine; magnet; magnitude (of stars)
 mat. — maturity (bonds); matinee
 max. — maximum
 M.D. — Doctor of Medicine
 memo — memorandum
 Messrs., MM. — Messieurs (fr., *Misters*)
 mfd. — manufactured
 mfg. — manufacturing
 mfr. — manufacture, manufacturer
 mfrs. — manufacturers
 Mgr. — Manager
 min. — minute(s); minimum; mineral; mining; minim (drop), in apothecaries' measure; minister
 mkt., mar. — market
 mun. — municipal
 N.A.M., NAM — National Association of Manufacturers
 natl., nat. — national
 NATO — North Atlantic Treaty Organization
 NBC — National Broadcasting Company
 N.E.A. — National Education Association
 n.e.s. — not elsewhere specified or stated
 NL — night letter (telegraph)
 NLRB — National Labor Relations Board
 no. — number; nos. — numbers
 NOMA — National Office Management Association
 O/A, o/a — on account
 obit. — obituary; obits. — obituaries
 O.B/L, ob/l — order bill of lading
 oc. — overcharge; ocean
 o/c — over-the-counter; overcharge
 o.c. — omissions excepted
 o.d. — overdraft or overdrawn; outside diameter
 o/d — on demand
 O.K., OK — correct; O.K.'s-'ing-'d (verb forms) O.K.s or O.K.'s (plural)
 oz. — ounce(s); ozs. — ounces
 p. — page (pp., pages); past; per; pressure; power; population; pole; post
 p.a., per an., per ann. — *per annum* (by the year)
 P.A. — Passenger Agent; Press Agent; Purchasing Agent; private account; personal appearance; public-address system; power of attorney
 P/A — private account; particular average; power of attorney
 pam., pamph. — pamphlet
 pat. — patent; patented
 Pat. Off. — Patent Office
 payt. — payment
 PBX — private branch exchange (telephone)
 pc. — piece; pcs. — pieces
 pc., pct. % — per cent; p.c. — post card
 pcl. — parcel
 pd. — paid
 pf., pfd., pref. — preferred (securities)
 pkg. — package(s); pkgs. — packages

pkt. — packet
 pkwy. — parkway
 p.m. — *post meridiem* (after noon)
 P.M., PM. — postmaster
 p.o. — post office; postal order; petty officer (Navy)
 P.O.D. — Post Office Department;
 p.o.d. — pay on delivery (express)
 pp. — pages; pp., ppd. — prepaid
 p.p. — parcel post; postage paid, or postpaid
 p.p.i. — parcel post, insured
 prem. — premium
 prod. — product; produce; produced
 pro tem. — *pro tempore* (temporarily)
 P.S., PS. — *post scriptum* (postscript)
 P.S.T., PST — Pacific standard time
 P.T.A., PTA, P-TA — Parent-Teacher Association
 ptg. — printing
 ptr. — printer
 PX — Post Exchange (military)
 qt., qty. — quantity
 qt., qu. — quart
 qu., ques. — question
 rcd., recd. — received
 rct — receipt; rec. — receipt; recipe
 R.E. — real estate
 rec. — record; recorded; recorder; recording; receipt
 rep. — repeat; repair; rep., rept. — report
 req. — required; requisition
 res. — research; reserve; residence; resides; resigned; resort; resolution
 retd. — returned
 R.F.D. — rural free delivery; or R.R. — rural route
 ROTC — Reserve Officers' Training Corps
 r.p.m., rpm, r/m — revolutions per minute
 R.R., RR. — railroad
 Ry. — railway
 R.S.V.P., r.s.v.p. — Répondez, s'il vous plaît (Reply, if you please)
 (S), /S/ — signed (before a copied signature)
 SEATO — Southeast Asia Collective Defense Treaty Organization
 SEC — Securities and Exchange Commission
 Sec., Secy. — Secretary
 serv. — service
 sh.tn. — short ton
 sld. — sailed; sealed; sold
 s.o. — seller's option; shipping order; special order
 Soc., soc. — society
 SOS — distress signal (radiotelegraph)
 sq. — square, as sq. ft. (also expressed, ft²); sequence
 Sq. — Square (a block or street); Squadron
 SS., ss. — *scilicet* (namely, to wit)
 S.S., SS., S/S — steamship
 SSA — Social Security Administration
 stk. — stock
 Stk.Ex., St.Ex. — Stock Exchange
 Stk.Mkt. — Stock market
 supp., suppl. — supplement
 Supt., supt. — superintendent
 synd. — syndicate
 syst., sys. — system
 TB, t.b. — *tubercle bacillus* (tuberculosis)
 T.B., T/B, t.b. — trial balance
 tech. — technical(ly); technology
 tel — telephone
 tel., teleg., tg. — telegram; telegraph
 ter. — terrace; territory
 tr. — trust; trustee; transfer; transit; transpose; translated; translation; translator; treasurer; transactions
 trans., tr. — transactions; transferred; transpose; transportation; translated; translation; translator
 transf., transfd., tr. — transferred
 transl., tr. — translated; translation(s)
 transp., tr. — transportation
 treas., tr. — treasurer; treasury
 TV — television; terminal velocity
 TVA — Tennessee Valley Authority
 TWX — teletypewriter exchange
 U.N., UN — United Nations
 UNESCO — United Nations Educational, Scientific, and Cultural Organization

USES—United States Employment Service
univ.—university; universal(ly)
unl.—unlimited; unlisted (securities)
Vice-Pres., V.P.—Vice-President
VIP—very important person; (VIPs-plural)
vs., v.—*versus* (against)
v.v.—vice versa
W.B., WB, W/B—waybill
WB., w.b.—westbound
whf.—wharf
whs.—warehouse; whs. rec., w.r.,
W.R.—warehouse receipt(s)

whsle.—wholesale
w.i., wi—when insured (securities)
WHO—World Health Organization
(United Nations)
WUX—Western Union teleprinter center; the fac-simile machine center is coded FAX
yd., y.—yard; yds.—yards
Y.M.C.A.—Young Men's Christian Association
Y.W.C.A.—Young Women's Christian Association
yr., y.—year; yrs.—years



SHEAFFER'S

family
of fine writing
supplies

*makes
everything you write
look better*

Quality really counts when it comes to showing you at your best! That's why it makes such good sense to use Sheaffer writing supplies. Everything you need... at no more than you'd pay for ordinary writing accessories! Naturally the finest—from the makers of America's first family of writing equipment. Available everywhere.



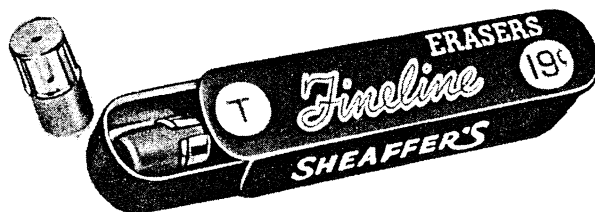
SHEAFFER'S *Skrip*

Makes any pen write better! Will not injure metal or rubber parts. Contains RC-35 to protect everything you write. Permanent or washable in twelve colors. . . . 19¢



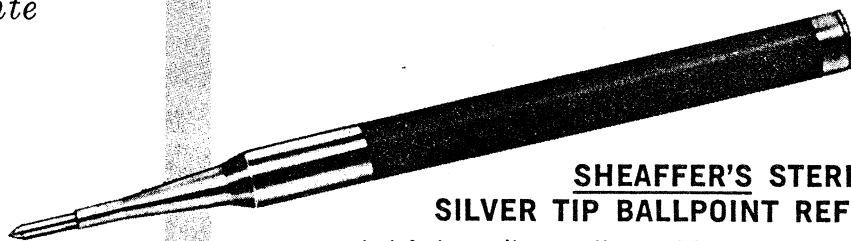
SHEAFFER'S LEADS

The finest grade leads available. Made in short, long, thick and thin lead combinations and a variety of colors to accommodate any type pencil you use. . . . 19¢



SHEAFFER'S ERASERS

Quality erasers in a variety of sizes to fit thin model and regular model pencils. Handy slide top container for your convenience. Gives you clean, no-smudge erasures. . . . 19¢



SHEAFFER'S STERLING SILVER TIP BALLPOINT REFILLS

. . . start faster, write smoother and longer than any ballpoint refills ever made! Fine or medium points. Five beautiful ink colors, 89¢. Other Sheaffer Ballpoint Refills, 69¢.



SHEAFFER'S SKRIP CARTRIDGES

For all Sheaffer Cartridge Pens! Factory-filled with Sheaffer's Skrip, world's finest writing fluid. Leak-proof, unbreakable. Available in choice of colors. Handy 5-Pack size, 49¢. Economy 12-Pack size, 98¢.

SHEAFFER'S

Weights and Measures

There are two systems of weights and measures in use in the United States—the metric system and the English system. The former is the international system and is accepted as standard in all scientific work.

The following tables give both the English and metric systems of measurement.

LINEAR MEASURE—UNITED STATES

<i>Name</i>	<i>Abbreviation</i>	<i>Common Equiv.</i>	<i>Metric Equiv.</i>
1 inch	in. or "	1,000 mils	2.54 centimeters
1 foot	ft. or '	12 inches	30.48 centimeters, or 0.3048 meters
1 yard	yd.	3 feet (36 in.)	0.9144 meters
1 rod or 1 pole	rd. p.	5½ yards (16½ ft.) (same)	5.0292 meters
1 furlong	fur.	40 rods, or ½ mile (220 yds.)	201.168 meters
1 mile	mi.	8 furlongs, or 320 rods (1760 yds., 5,280 ft.)	1609.3 meters, or 1.6093 kilometers
1 league	...	3 miles	4.828 kilometers

LINEAR MEASURE—METRIC SYSTEM

<i>Name</i>	<i>Abbreviation</i>	<i>Metric Equiv.</i>	<i>Common Equiv.</i>
1 millimeter	mm	1/1000 m	0.03937 inches
1 centimeter	cm	1/100 m	0.3937 inches
1 decimeter	dm	1/10 m	3.937 inches
1 METER	m	39.37 inches (3.2808 ft.)
1 dekameter*	dkm	10 m	393.7 inches (32.8083 ft.)
1 hectometer	hm	100 m	328 ft., and 1 in. (109.36 yds.)
1 kilometer	km	1,000 m	3280.833 feet (0.62137 mi.)
1 myriameter	mym	10,000 m or 10 km	6.2137 miles

*also spelled *decameter*

SQUARE MEASURE—UNITED STATES

<i>Name</i>	<i>Abbreviation</i>	<i>Common Equiv.</i>	<i>Metric Equiv.</i>
1 square inch	sq. in.	6.4516 sq. centimeters
1 square foot	sq. ft.	144 square inches	929.034 sq. centimeters or 0.0929 sq. meters
1 square yard	sq. yd.	9 square feet (1,296 sq. in.)	0.8361 sq. meters
1 square rod	sq.rd.	30¼ square yards (272¼ sq. ft.)	25.2930 sq. meters
1 acre	A.	160 square rods (43,560 sq. ft.)	40.4687 ares, or 0.4047 hectares
1 square mile, or 1 section	sq.mi. sec.	640 acres (same)	258.9998 hectares, or 2.5900 sq. kilometers
1 township	T. or Tp.	36 square miles	9324.0 hectares

SQUARE MEASURE—METRIC SYSTEM

Name	Abbreviation	Metric Equiv.	Common Equiv.
1 square centimeter	cm ²	1/10000 square meter	0.1550 sq. in.
1 centare*	ca	1 square meter	1550 sq. in.
1 ARE	a	100 square meters	119.6 sq. yd.
1 hectare**	ha	10,000 square meters	2.4710 acres
1 square kilometer	km ²	1,000,000 sq. meters	247.104 acres or 0.3861 square mile
1 myriare	mya	10 square kilometers	3.861 square miles

*also spelled *centiare* or *centar*
**also spelled *hectar*

CAPACITY—UNITED STATES
(Liquid Measure)

Name	Abbreviation	Common Equiv.	Metric Equiv.
1 gill	gi.	32 fluid grams; 4 fluid ounces; or 7.219 cu. in.	0.1183 liter
1 pint	pt.	4 gills, or 28.875 cu. in.	0.4732 liter
1 quart	qt.	2 pints, or 57.75 cu. in.	0.9463 liter
1 gallon	gal.	4 quarts, or 231 cu. in.	3.7853 liters
1 barrel	bbl.	31½ gallons (32 gals. in some states; 42 gals. for oil)	119.238 liters
1 hogshead	hhd.	2 barrels (63 gals.)	238.476 liters

(Dry Measure)

1 pint	pt.	½ quart, or 33.60 cu. in.	0.5506 liter
1 quart	qt.	2 pints, or 67.30 cu. in.	1.1012 liters
1 peck	pk.	8 quarts, or 537.605 cu. in.	8.8096 liters
1 bushel	bu.	4 pecks, or 2150.42 cu. in.	35.2383 liters
1 barrel	bbl.	105 dry quarts, or 7056 cu. in.	115.6260 liters

CAPACITY—METRIC SYSTEM

Name	Abbreviation	Metric Equiv.	Dry Measure	Liquid Measure
1 milliliter	ml	1/1000 liter	0.0610 cu. in.	0.2705 fluid dram
1 centiliter	cl	10 milliliters	0.61025 cu. in.	0.3381 fluid ounce
1 deciliter	dl	10 centiliters	6.1025 cu. in.	0.8454 gill
1 LITER	l	10 deciliters	0.9081 qt.	1.0567 quarts
1 dekaliter*	dkl	10 liters	1.1351 pecks	2.64178 gallons
1 hectoliter	hl	10 dekaliters	2.8378 bushels	26.4178 gallons
1 kiloliter	kl	1 stere	1.308 cubic yards	264.178 gallons
1 myrialiter	myl	10 kiloliters	13.80 cubic yds.	2641.78 gallons

*also spelled *deciliter*

WEIGHT — UNITED STATES
(Avoirdupois)

<i>Name</i>	<i>Abbreviation</i>	<i>Common Equiv.</i>	<i>Metric Equiv.</i>
1 grain	(Spelled out)	1/7000 pound	0.0648 grams
1 dram	dr.	27.34375 grains	1.771854 grams
1 ounce	oz.	16 drams (437.5 grains)	28.3495 grams
1 pound	lb.	16 ounces (7000 grains)	453.5924 grams
1 hundredweight	cwt.	100 pounds, or 4 quarters	45.3592 kilograms
1 short ton	sh.tn.	2,000 pounds (U.S. ton)	0.9072 metric ton
1 long ton, or gross ton	l.tn. or gr.tn.	2,240 pounds (Br. ton)	1.0160 metric tons
1 metric ton	t or M.T.	2,204.62 pounds	1,000 kilograms
1 freight ton	frt.tn.	40 cubic feet of freight space	

MISCELLANEOUS UNITS

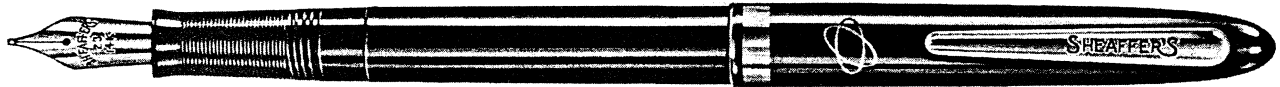
1 load (for measuring dirt removed)	1 cubic yard
1 perch (measure for stone)	24 ³ / ₄ cubic feet
1 square (of roof or floor materials)	100 square feet
1 linear perch	1 rod (5 ¹ / ₂ yards)
1 land perch	1 square rod
1 rood	40 square rods, or ¹ / ₄ acre
1 hand (for measuring the height of horses) . . .	4 inches
1 pace	2 ¹ / ₂ feet
1 palm	3 or 4 inches
1 line (for describing the size of buttons)	1/40 inch
1 mil (for the diameter of wires)	1/1000 inch; 0.0254 millimeter
1 quarter	25 pounds (U.S.); 28 pounds (Eng.)
1 stone	14 pounds
1 tierce	42 gallons

Note: No periods are used after metric abbreviations.

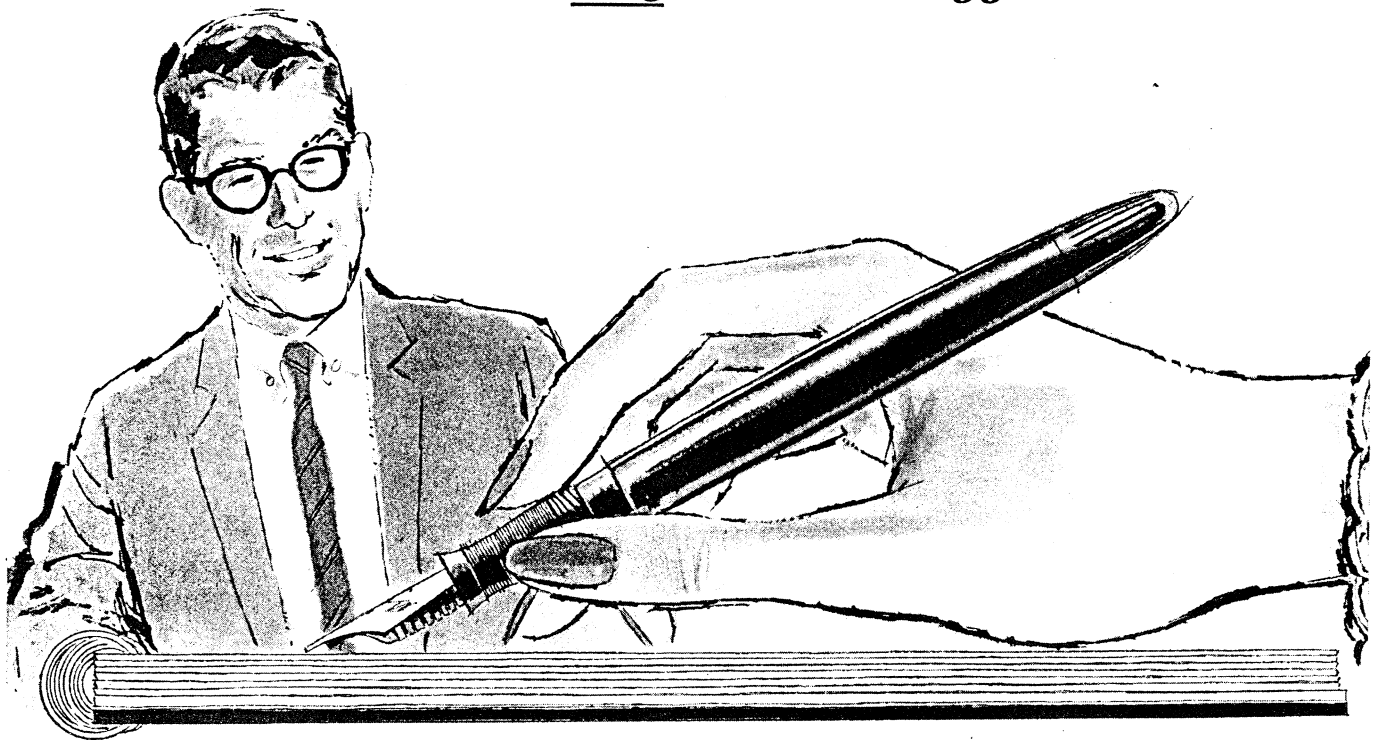
Y
S

You
nev
the
fee.
flor
gro
cri
anc
Per
wil

Your shorthand will be the smoothest with Sheaffer's

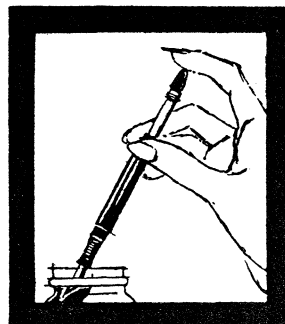


... the only Official Gregg Fountain Pen!



You'll feel the difference the very first time you and your new Sheaffer team up for dictation. Just knowing *yours* is the only Official Gregg Fountain Pen will give you an added feeling of confidence and efficiency. And as your shorthand flows smoothly, silently, *effortlessly* from its specially-ground 14 karat gold point, you'll take special pride in the crisp neatness of your notes. Transcription will be faster and easier, too, with never a furrowed frown.

Send your order for Sheaffer's Official Gregg Fountain Pen to the nearest Gregg office. It's priced at only \$6.50, and will be a revelation to your shorthand writing.



Now exclusive
Touch Down filling
ends nicked nails
and chipped polish
... just a twist,
a touch and you're
ready to write!

When it comes to writing - come to

SHEAFFER'S®

- A. What is wanted
 - B. Who wants it
 - C. Why it is wanted
9. Lines of poetry.
- Break, break, break
 On thy cold grey stones, O Sea!
 And I would that my tongue could utter
 The thoughts that arise in me.

Names of specific persons, places or things.

These names are usually capitalized. Very often, however, they contain elements that may be used in a general sense. When used as general designations, such common-noun elements are not capitalized. For example:

SPECIFIC NAMES (Use Capitals)	GENERAL DESIGNATIONS (Use Small Letters)
New York Athletic Club	an athletic club for young men who . . .
Institute of Foreign Trade	an institute for developing foreign trade is to be formed on . . .
The Foreign Trade Society	a trade society . . .
the National Treasury	a national park is needed . . .
the Queen of England	It is not easy to be a queen.

Shortened Names

It is frequently the practice in business to use shortened forms of names after the full name has been introduced in the text. When so used, common-noun elements are capitalized.

... the Sheaffer Pen Company the Company has . . .
 ... the City Council the Council will . . .

Trade Names and Commercial Products

Trade-mark names are capitalized unless they have become so common as to represent a class or type. In the following examples, note that the word following a trade-mark name is not capitalized unless the entire expression is used as a trade term.

Palmolive soap. Gold Medal flour Du Pont House Paint (trade term)

Here are some trade names used as common nouns or adjectives.

aspirin mimeograph

City and State Names

Capitalize the word *city* only when it is part of the corporate name of the city.

Kansas City Jersey City the city of Milwaukee

Capitalize the nicknames of cities and states.

the Windy City the Lone Star State

Capitalize the word *state* when it follows the name of the state or when it is used in place of the name of the state.

He is going to a college in New York State.

Remember, your State tax is due on the fifteenth of this month.

The state of Maine holds its elections early.

Personal Names and Titles

A title of office, honor, or respect should be capitalized when it precedes the name, but usually is not capitalized when it follows the name.

President Buell G. Gallagher Dr. Buell G. Gallagher, president of the
City College of the City of New York

Titles of high government officials are usually capitalized, whether they precede or follow the name.

President Dwight D. Eisenhower
Dwight D. Eisenhower, President of the United States

In the address of a letter, all titles should be capitalized, regardless of whether they precede or follow the name.

Mr. Arthur Cummins, Treasurer
The Pure Glass Company
800 N. Michigan Avenue
Chicago 11, Illinois

Days of the Week, Months, Holidays, Seasons

Capitalize the names of the days of the week, months, holidays, and religious holidays.

This year Memorial Day, May 30, falls on a Thursday.

The names of the seasons are not capitalized unless they are personified.

... and Spring entered with her robe of green ...

The Points of the Compass

When these refer to definite sections of the country or are used with other names, they are capitalized; otherwise they are not.

The people of the South are friendly.
Industry on the West Coast is booming.
Travel west for ten minutes and you will see the building.
My house is directly south of his.

Punctuation Involving Numbers

A compound adjective that contains a number and occurs before a noun is hyphenated.

There was a 20-minute delay at Chicago.

When one number follows another, use a comma between them.

During 1957, 623 young men will be admitted to the school.

When two numbers form one item, the shorter number should be spelled out; the longer number should be expressed in figures.

four 100-pound weights 300 twelve-inch carriages

The hyphen is used to indicate the missing numbers in a sequence, except when the numbers are preceded by the word "from."

Solve problems 8-15.

Children from 7 to 12 years of age will be admitted at half price.

Class graduation years and well-known years in history are expressed by two figures preceded by an apostrophe.

the class of '58 the crash of '29

Measures, capacities, weights, distances, etc., consisting of several words, are not separated by commas.

The room measures 12 feet 3 inches by 8 feet 6 inches.

She weighs 118 pounds 5 ounces.

Commas are used to separate thousands from hundreds, millions from thousands, etc., except as indicated in the rule below.

\$356,751,982 164,000 8,392,156,875

Commas are omitted in writing serial numbers, policy numbers, telephone numbers, page numbers, and decimals.

Policy No. 678956

1957

page 1345

25.3333

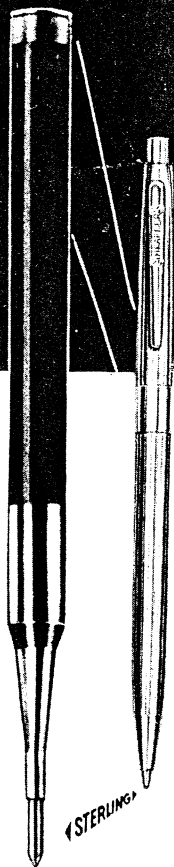
Oregon 3-7700

1683 Bell Boulevard

SHEAFFER'S[®] NEW BALLPOINT WITH EXCLUSIVE

STERLING SILVER TIP

writes longer than
any ballpoint
ever made!



Know what causes most ballpoint failures? Corrosion at the tip. Know the metal that ballpoint ink can't corrode? Sterling silver. Not silver plate, not brass. Sterling. Only Sheaffer gives it to you.

Sound expensive? Fact is, you save money. You save the actual difference between the cost of five ordinary refills against the one Sheaffer unit that will outlast them all.

This is the best ballpoint anyone knows how to make. It's yours for the asking. Isn't today a good day?

NEW! All-metal models in 6 iridescent colors! Smartly styled!

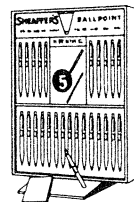
NEW! Transparent unit! Capacity you can see!

SHEAFFER'S[®]

When it comes to writing—come to Sheaffer's



\$295



Look for this colorful display everywhere. Select your color: gold, silver, blue, green, rose, copper.